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Department of  
Agriculture

Natural  
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WASHINGTON BULLETIN NO. WA450-2-01

SUBJECT: STATUS OF FIELD OFFICE TECHNICAL GUIDE (FOTG) UPDATES AND  
INTERIM INSTRUCTIONS

Purpose. To provide status of FOTG updates and interim instructions for use

Expiration Date: When contents are noted

Please reference GM-450, Part 401, Amendment 5, dated March 2000 for detailed policy on technical guides.

Over the past 2 years, we have been actively updating the FOTG in the State. We are fast approaching the completion of all five sections of the FOTG and interim instructions are needed for consistent use. It is also important to know the status of each section and program for future changes.

Section I – General Resource References:

Each FOTG has different references. Use existing information plus references on the NRCS website at: [www.wa.nrcs.usda.gov](http://www.wa.nrcs.usda.gov).

Section II – Natural Resources Information:

Continue to use the FOCS data now maintained in the FOTG until the Customer Service Toolkit is implemented.

Section III – Resource Management Systems and Quality Criteria:

Continue to use the existing data in Section III. The “new” Section III will go into the Federal Register by February 1, 2002. After a 30-day comment period, we will release it to the field. The new Section III has been totally revamped with electronic links to evaluation tools.

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#### Section IV – Practice Standards and Specifications:

Go to the NRCS website at this link: [www.wa.nrcs.usda.gov](http://www.wa.nrcs.usda.gov). Click on Technical Resources, then Field Office Technical Guide (FOTG), then Section IV, then Index of Final Practice Standards. These final practice standards replace all existing standards in all FOTG's. There are five practices not yet included on the final practice standards list. They are:

Fishpond Management	399
Riparian Forest Buffer	391
Stream Channel Stabilization	584
Streambank and Shoreline Protection	580
Toxic Salt Reduction	610

For the above-mentioned practices, use what is currently in your FOTG's.

Continue to store practice specifications or job sheets in Section IV of your FOTG. Make sure the specifications or job sheets still apply if the practice standard changes. Anyone who has developed new job sheets should forward them to the appropriate State discipline specialist so they can be shared Statewide.

Future plans for specifications or job sheets will include amending the website so they can be accessed with the practice standards.

#### Section V – Conservation Effects

Continue to use the information in your FOTG. We are currently working on all new CPPE worksheets for each practice and resource concern. New spreadsheets and databases will make alternative development, effects analysis and template development much easier. The new Section V will be tested in the field this year.

In a few months, each office will receive final instructions on removing and archiving each section of the FOTG. The "new" FOTG will, for the most part, be electronic with one reference binder that will include source links for each section.

Please make sure Conservation District employees receive and understand these interim instructions.

If you have questions concerning this bulletin, please contact your FOTG Core Team representative or Frank Easter at: (509) 323-2961 or [frank.easter@wa.usda.gov](mailto:frank.easter@wa.usda.gov).

/s/ Frank R. Easter, Acting

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